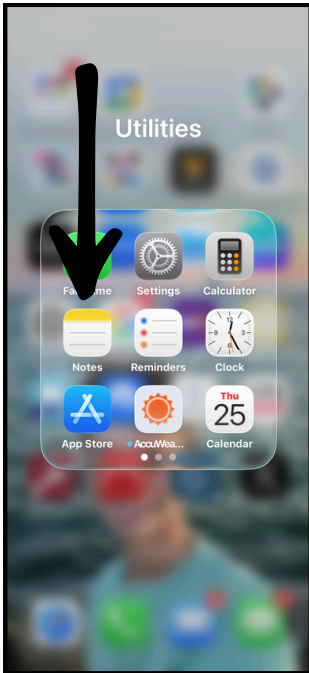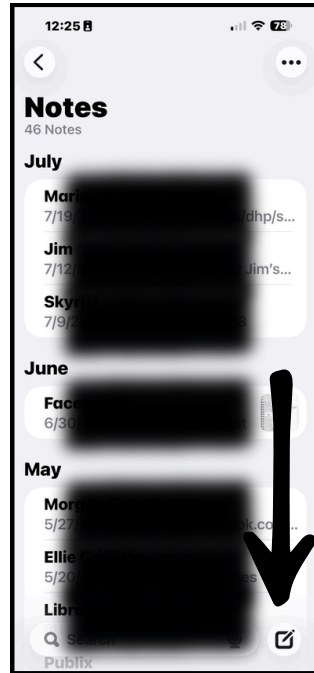# Instructions for SCANNING your volunteer sheet in iOS

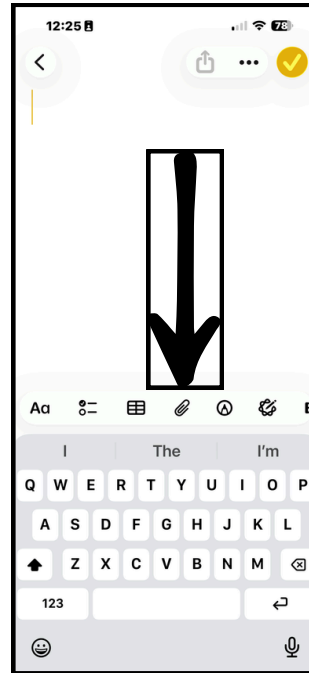**Step 1:**
Open your notes app.

Step 2:
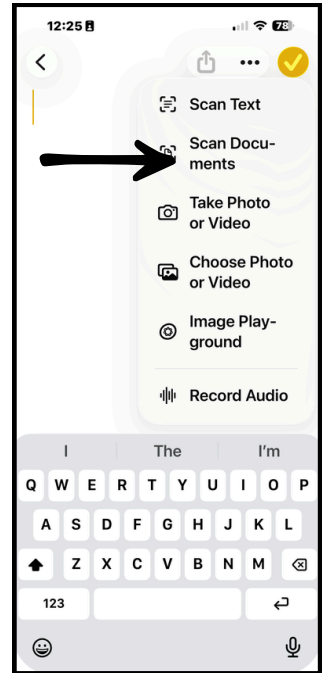Open a new note.

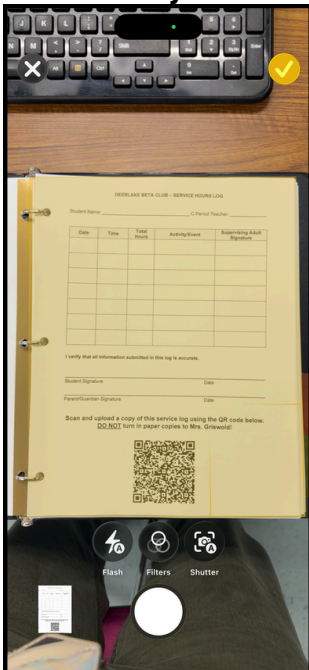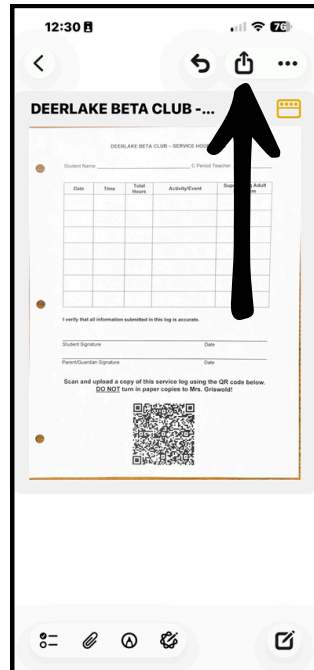**Step 3:**
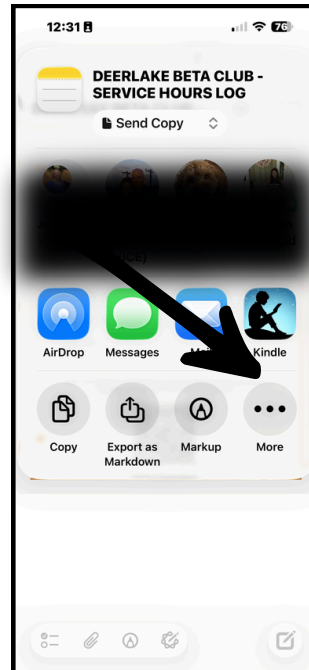Open the attachment tool.

Step 4:
Choose "Scan Documents".

Step 5:
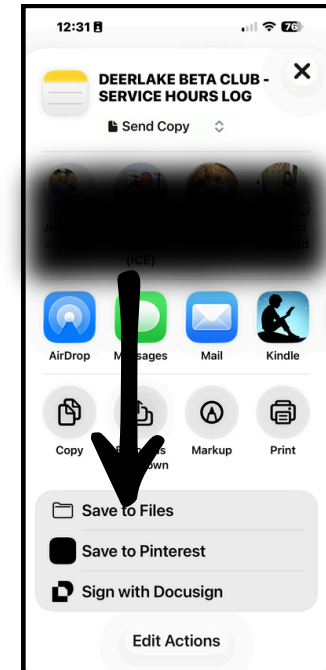Hold your camera over the document. It should focus and take the picture automatically.
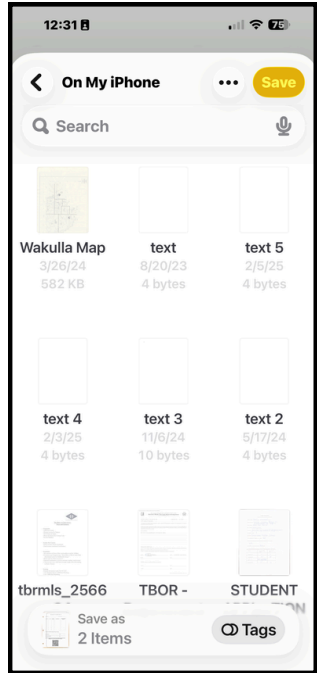
Step 6:
Click on the export tool

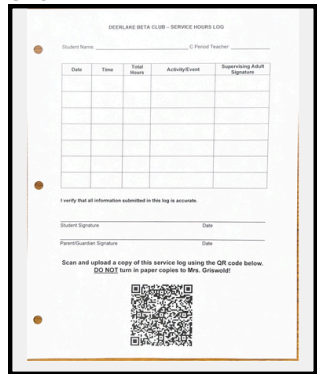**Step 7:**
Click on "more".

Step 8:
"Save to Files"
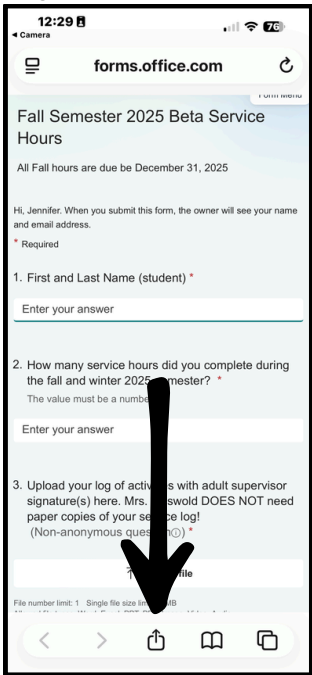
Step 9:
Click the "Save"
button

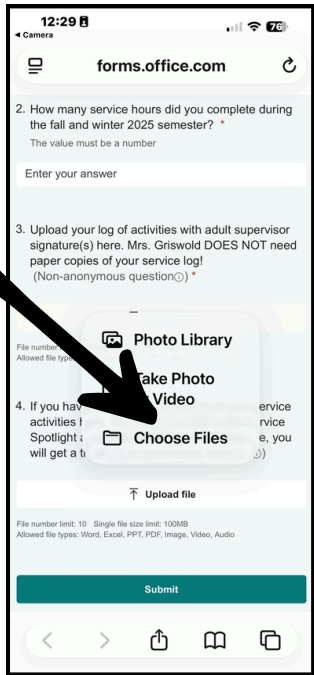# Instructions for UPLOADING your volunteer sheet in iOS

Step 1:
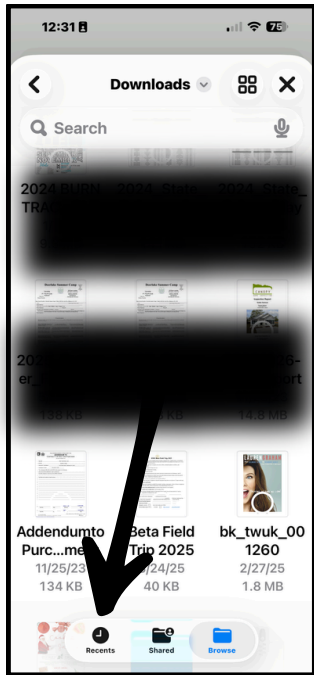**Scan the QR code with your camera and go to the link.**

Step 2:
Answer the question and click on "Upload File".
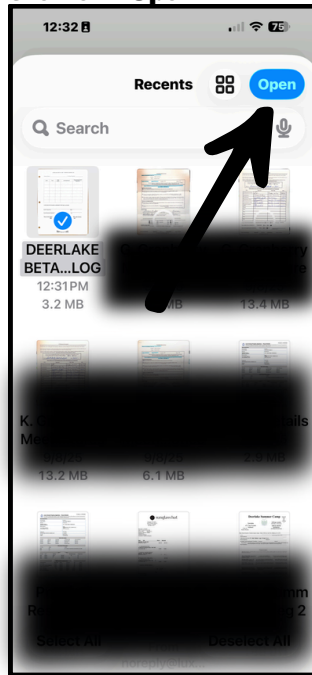

Step 3:
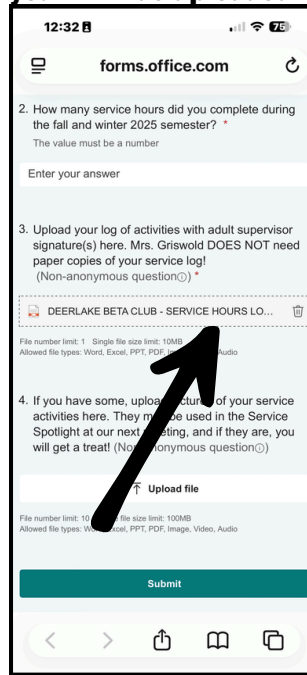**Click on "Choose Files"**

Step 4:
Click on "Recents"

Step 5:
Your file should now be in the top left corner.

Step 6:
Click on the file, and then on "Open".

Step 7:
You should see that your fill has uploaded.

Step 8:
Upload pictures if you want, and then submit.